

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 4120
GRADE: S-20

TITLE: VEHICLE MAINTENANCE COORDINATOR

DEFINITION:

Under direction, coordinates a comprehensive repair and prevention maintenance program for emergency and non-emergency vehicles; conducts quality control inspections of repair work performed by County and contract personnel; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

Not applicable.

ILLUSTRATIVE DUTIES:

Within a County-operated fleet maintenance program

Plans and schedules a comprehensive vehicle maintenance, repair, and inspection program for public safety vehicles;

Maintains records and data necessary to analyze the need for vehicle reassignments and replacements, and initiates such action;

Monitors and maintains a "ready reserve" fleet of emergency apparatus;

Studies operating costs for vehicles and recommends cost effective utilization procedures;

Investigates complains regarding maintenance of vehicles;

Coordinates the procurement of vehicle spare parts and equipment;

Coordinates repair work and vehicle usage with other agencies as necessary;

Prepares reports.

Within a contractor-operated fleet maintenance program:

Conducts inspections of 5% of vehicles repaired by contract mechanics;

Prepares weekly inspection reports;

Reviews repair documentation/invoices to ensure that rates for labor, parts, and materials are in accordance with contractual agreement;

Ensures that factory warranty and recall, scheduled maintenance, and inspection work is completed in accordance with contractual agreement;

Investigates customer complaints, determines appropriate resolution, documents findings and follows up to ensure resolution of problems.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of vehicle operation and maintenance problems;

Knowledge of emergency and non-emergency vehicle parts and equipment;

Ability to maintain accurate records;

Ability to prepare written reports;

Ability to effectively plan and schedule activities;

Ability to establish and maintain effective working relationships with co-workers and contract personnel;

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Page 2

Ability to perform basic mathematical calculations;

Ability to comprehend and ensure compliance with contractual agreements.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to:

High school graduation or a G.E.D. issued by a state department of education; PLUS

Five years experience in the supervision, coordination or management of motor vehicle maintenance/repair

CERTIFICATES AND LICENSES REQUIRED:

Possession of a valid Motor Vehicle Driver's License and/or Commercial Driver's License may be required.

REVISED: January 24, 1994

REVISED: January 14, 1985